



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

CLASSIFICATION:	PRINCIPAL TRANSPORTATION PLANNER
POSITION TITLE:	SOUTHERN CALIFORNIA PLANNING AND MODAL PROGRAM MANAGER (24 MONTHS LIMITED-TERM, MAY BECOME PERMANENT)
DIVISION:	TRANSPORTATION PLANNING
LOCATION:	DISTRICT 11 - SAN DIEGO
SALARY:	\$8,681 - \$9,858
FINAL FILING DATE:	JANUARY 10, 2019

RESPONSIBILITIES

Under the general direction of the Deputy Director, Planning and Modal Programs, the incumbent is responsible for all aspects of the management of interdisciplinary teams who develop and analyze policy and data to prepare, administer and monitor transportation plans, programs and projects and integrate various social, economic, environmental, transportation and land use factors to support implementation of a balanced, multimodal State transportation program. The incumbent is responsible for working across Caltrans to coordinate planning and modal activities for Districts 7, 8, 11 and 12. In this role, the incumbent leads strategic planning and policy development and leads several statewide initiatives related to broadband, freight and data policy. The incumbent represents the Division of Transportation Planning with other HQ Divisions, Districts, Caltrans Management, and external partners.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation or environmental planning duties in a class comparable in level of responsibility to Supervising Transportation Planner or Supervising Environmental Planner.

Or II

Five years of supervisory or administrative transportation or environmental management experience with regional or statewide impact. (At least one year must have been comparable in level of responsibility to work performed by a Supervising Transportation Planner or a Supervising Environmental Planner in the California state service.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ will be utilized as screening criteria for the hiring interview only and will not be used for the purpose of examination.

The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. Resumes, letters, and other materials **will not** be considered as your response to the SOQ.

1. Demonstrated knowledge of Caltrans organizational structure, policies and procedures, planning and modal program roles and responsibilities in delivery grant programs.
2. Demonstrated knowledge and ability to effectively supervise, direct, motivate, and manage a multi-disciplinary professional staff.
3. Demonstrated ability to work cooperatively with and build partnerships internally among Caltrans' functional units, as well as with Caltrans' external partners.
4. Demonstrated ability to supervise, motivate and lead a program of multi-disciplinary professional staff, resolve conflicts, and effectively contribute to Caltrans' safety, health, and equal opportunity and labor relations objectives.
5. Demonstrated ability to effectively communicate both orally and in writing with all levels of internal and external staff, as well as successful application of motivational and negotiating skills.
6. Demonstrated ability to develop and implement organizational improvements and innovations and to take action independently and responsibly.

SOQ Instructions:

- Must not exceed two (2) pages in length
- Must be written in no less than 12 point font
- Each evaluation criteria must be addressed separately and in order

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

This examination will utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her State application (STD. 678). List all experience relevant to the "Minimum Qualifications" shown on this announcement.

In order to obtain a position on the eligibility list, a minimum score of 70% must be attained. This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/4768.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 18MSP91**
2. Complete the Statement of Qualifications (SOQ)
3. Submit the State application and SOQ to:

**Department of Transportation
ATTN: Brittany Parra (18MSP91)
1727 30th Street, MS-90
Sacramento, CA 95816**

The State application must be received or postmarked by the final file date of **JANUARY 10, 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Brittany Parra at (916) 227-7855.

*Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).***

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.